



# WASHINGTON STATE Board of Health

**ALWAYS WORKING FOR A SAFER AND HEALTHIER WASHINGTON**

**Executive Director,  
Washington State Board of Health  
Exempt Position**

**Location: Tumwater, Washington**

**Salary: \$4,867 to \$6,108 per month (depending upon qualifications)**

**Open Date: May 5, 2004**

**Close Date: June 15, 2004**

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The Executive Director is appointed by and reports to the Chairperson of the Washington State Board of Health. The State Board of Health serves the citizens of Washington by working to understand and prevent disease across the entire population. Established in 1889 by the State Constitution, the Board provides leadership by suggesting public health policies and actions, by regulating certain activities, and by providing a public forum. The governor appoints ten members who fill three-year terms. This position is responsible to carry out the work of the board and manage the Board's staff and resources.

## **AGENCY PROFILE**

The State Board of Health serves the citizens of Washington by working to understand and prevent disease across the entire population. Established in 1889 by the State Constitution, the Board provides leadership by suggesting public health policies and actions, by regulating certain activities, and by providing a public forum. The governor appoints ten members who fill three-year terms.

## **DUTIES AND RESPONSIBILITIES**

The Executive Director represents the Board in many significant and sensitive external interfaces requiring frequent negotiation and persuasive action with the governor's office, the legislature, other state agencies, local government entities, professional associations, citizen groups and others in many settings, including legislative hearings and the governor's sub-cabinet on health. In addition, the Executive Director leads and manages all aspects of the Board's operations. The Executive Director exercises strategic and tactical discretion in negotiating the scope of the Board's responsibilities with key external stakeholders and in influencing state government health policies at legislative, budgetary and administrative levels toward broad health policy goals. The position is responsible for and accountable for administering \$1M biennium budget and for managing the work of six staff.

## **DESIRABLE QUALIFICATIONS**

- Bachelors Degree in public administration, business administration, health care administration or related field
- Five years management experience including budget and financial management, supervision, data and reports and project management.
- Experience in the analysis of health issues and policy development
- Demonstrated leadership in the Washington State public health system
- Proven communication skills including, but not limited to, published writings, conference presentations or other professional materials
- Knowledge of state health profession regulatory framework, the legislative process, national and state trends in health care

## **SALARY AND POSITION LOCATION**

This position is located in Tumwater, Washington. This position is an exempt position with a salary of \$4,867 to \$6,108 per month, depending on qualifications. State employment offers a solid benefits package that includes a state retirement plan; deferred compensation; health, dental, life and long-term disability insurance, paid vacation and sick leave; and eleven paid holidays.

The main office of the State Board of Health is located in Tumwater, adjacent to Olympia, the state capital, approximately one hour south of Seattle and two hours north of Portland, Oregon. The city is located less than an hour's drive from either the Pacific Ocean or the Cascade Mountains and provides an ideal physical setting to carry out the responsibilities of the position.

## **APPLICATION PROCEDURE**

Apply by submitting a letter of interest describing your experience in each of the following areas. For each, briefly describe your experience and include your job title, employer, and the number of months you performed each activity.

- Management experience, including personnel management, analysis and problem solving.
- Collaborating with partners and stakeholders
- Strategic, financial and project planning and management
- Experience in the public health system
- Public speaking and presentations

Interested candidates must also submit a current curriculum vitae listing:

1. Names of employers with dates of employment, a description of experience and level of responsibility for each position held;
2. A list of educational degrees attained. Specify the type of degree and major field of study.

Include at least three professional references with current telephone numbers.

Application materials will be accepted through close of business, June 15, 2004. Please submit application materials to:

Department of Health  
Attention: Roxanna M. Shively

**\*\*Please Note:** Our HR Office will be moving to a new location effective

P. O. Box 47903  
Olympia, WA 98504-7903

FAX: (360) 236-4414  
Email: [Roxanna.shively@doh.wa.gov](mailto:Roxanna.shively@doh.wa.gov)  
TTD: (360) 664-3023 (Human Resources Office)

June 11. If you wish to hand deliver  
your application packet, please  
contact us for directions.

For information regarding:

- The State Board of Health please visit our website: [www.doh.wa.gov/sboh/default.htm](http://www.doh.wa.gov/sboh/default.htm)
- Washington State Government, visit: <http://access.wa.gov>
- Department of Health: <http://www.doh.wa.gov/>

Persons needing specific information about the position may call or email Desiree Day Robinson,  
Telephone: 360/ 236-4107 • [Desiree.Robinson@DOH.wa.gov](mailto:Desiree.Robinson@DOH.wa.gov) • Fax: 360/236-4088

*The State Board of Health is an equal opportunity employer. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, and disabled and Vietnam Era Veterans are encouraged to apply.*

*Accommodations for testing and/or interviewing for applicants who qualify under the American with Disabilities Act are available upon request. Persons of disability needing this document in alternative format should contact Lou Owen at (360) 236-4408 or TDD (360) 664-3023.*

**Link to Applicant Profile**  
<http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/aaform.htm>